

NEW DTS Training Services (Available July 1, 2007)

We are pleased to announce **new enterprise training services** in technical and office automation training beginning July 1, 2007. The Training will be provided by the DTS Administrative Services Training Unit, which consists of 3 staff: Training Coordinator – Pam Moyer, Trainers – Teresa Basset and Steve Olsen. They are the main contacts for all training inquiries.

Office Automation Training:

Office automation training courses are offered at training locations such as the Fred House Training Center (Dept. of Corrections – Draper), State Office Building Training Center (Dept. of Workforce Services – 140 E. 300 S. Salt Lake City) or other state office buildings when applicable. Check out the **DTSTRAINING** calendar on GroupWise for available classes. These trainings are open to all employees. Rates are as follows:

½ Day Courses - (\$ 35.00 per day) 1 and 2-day classes designed primarily around the office automation tools (e.g. Microsoft Word, Excl, PowerPoint, GroupWise, etc.) used with the State of Utah. The cost includes a user guide designed specifically for each class offered.

Full Day Courses - (\$ 70.00 per day) 1 to 4-day classes designed primarily around the office automation tools used with the State of Utah. (e.g. Microsoft Word, Excel, PowerPoint, GroupWise etc.)

Customized Course Development – (\$50.00 per hour) DTS's trainers have the ability to design, develop and present customized training around agency designed systems and applications.

Online Training:

Individual On-Line Training Accounts – (\$495.00 per year) DTS currently has a contract for individual online training through Mindleaders, with over 2,000 online technical and business courses. The licenses will be assigned in the month of July and are good until June of the following year. The seats are transferable to a new employee but each employee must have their own account. For a full detail of the application please review their website at www.mindleaders.com . With the seat license each student is given access to the Business and Technical Catalog including on line Instant Mentoring and an online Reference Library. Detailed usage and management reports are available to monitor and track each student's course work.

Group On-Line Training Accounts – (\$695.00 per year) DTS is in a working arrangement with Science Application International Corporation (SAIC) and e-learning

Skill Soft currently have 25 group online training accounts. These accounts are to be used by a group for training and maintaining skills on a variety of technical products. A supervisor or manager would be assigned an account and could only receive usage reports based on all who use the account (there are no individual student reports available). This product allows you to provide more students with training at a lower cost but requires more supervision and management of the usage.

Other Services:

Scheduling – (\$2.00 per day) DTS Training will coordinate **ALL** technical training for the department. This fee is added to the actual contract rate required for each day in the classroom. The fee helps cover activities involving planning annual training needs, establishing vendor contracts, coordinating sole source and ad-hoc classes as needed and distributing training credits as acquired from software vendors.

Training Room Reservations – (\$50.00 / HR or \$100.00 / Day) DTS has a newly updated facility available for rent by the hour or the day for any type of meeting or training. The facility is located in the basement of the State Office Building. (parking is limited until Capitol construction is completed January 2008) The facility is large enough to hold up to 50 people and includes 12 new PC's, an overhead projection unit, and full video conferencing capabilities. The schedule can be viewed on GroupWise at DTSTRaining and can be booked through that email address or Pam Moyer.

For all training inquiries, please contact Pam Moyer at 801-538-3292 or pmoyer@utah.gov.

Frequently Asked Questions

How do I ?

Know what classes are offered, where and when -- Training classes are offered through various means but we have consolidated all of the schedules to one location. You can view on the GroupWise calendar at DTSTRaining (proxy view access is available for all). We have 3 internal training locations for DTS; State Office Building Training Facility, Fred House Training Academy Department of Corrections, and Workforce Services (140 E. 300 S, SLC) Office. Also included will be the published training schedules for the DTS training vendors; Executrain, MindCenter and New Horizons.

Register for a class -- Registering for a class is very easy. After looking to see what classes are currently on the schedule (3 month schedule is available on DTSTRaining calendar in GroupWise) You submit an email with the attached form available at (<http://emp.dts.utah.gov/forms/signatureforms.html>) to DTSTRaining mailbox. You should receive confirmation or request additional information within 3 days. You will be asked to provide and ELCID or State Billing codes and approval (signed form) from your supervisor.

Request customized courses to be developed – If you are developing or implementing a new system the DTS trainers can prepare, develop and present customized training for you and your users. The experienced trainers will sit down with you and review your customized needs and prepare a bid of how many hours it will take to complete your needed work. A request can be initiated by sending an email to the DTSTRaining account with the details of what you need training developed for. Within a short time you will be contacted with a date and time to review the requirements and then a detailed bid will be provided with delivery dates and estimated cost based on the approved rate. Additional products and or tools may be required and the costs of those items would be included in the bid.

Request a Technical Training Course – Requesting a technical training course for DTS employees is very easy. If you know what course you want and where it is taught (might require out of state travel) you complete the training form (<http://emp.dts.utah.gov/forms/signatureforms.html>) and the travel form and once the form is signed by your supervisor send it to the DTSTRaining email and scheduling will begin. You should receive notification of confirmed dates within 14 days. (coordination with travel will also be conducted).

If you are not sure what class you want or what is available then you can complete the training inquiry form (<http://emp.dts.utah.gov/forms/signatureforms.html>) and we will do the work for you and find out what is available, how much it will cost and where the training is being taught. You should have feedback within 2 weeks. Once you decide you will follow the earlier mentioned process.

Add my name to the contact list of upcoming training opportunities -- DTS Training will be using email to offer free or discounted classes on an occasional basis. If you send DTSTRaining an email with you email information we can add you to the groups that we use to send out all types of training reminders, free classes, discount opportunities and other important training information. It is quick and easy just send an email and tells us what type of training you are interested in.